

Chapter 15D. Updating BRCOM

“BRCOM” is a special classification code used on the AD-417 when a project requires a Biosafety Level and review by the IBC (Institutional Biosafety Committee).

BRCOM coded projects **MUST BE** recertified annually. It is the responsibility of the management unit to provide the IBC with a project summary so that the Committee can complete the recertification, unless you have other procedures in place at your location. If a project is coded to BRCOM, the following information should be cited on the last line of the AD-416 Approach section:

For certification of new projects: **BSL-1; Certified** February 20, 2006.

For recertification of existing projects: **BSL-1; Recertified** February 20, 2006 (Figure 1).

For BL-Exempt projects: **BSL-Exempt; Recertified** February 20, 2006.

As a security measure, do not include the city, state, laboratory name, room number or names of scientists.

The screenshot shows the ARIS (Agricultural Research Information System) interface. At the top, it says 'Agricultural Research Service - ARS' and 'Agricultural Research Information System (ARIS) - Active'. Below this is a menu bar with 'File', 'Edit', 'Action', 'Record', 'Forms', 'Prints', 'Reports', and 'Help'. A toolbar with various icons is also present. The main area displays project information for '416/417 Active Projects'. The 'Project Info' tab is selected, showing fields for 'Proj' (3620), '42000', '024', '00', 'D', 'Accn' (0403977), 'Modecode' (36 20 30 00), and 'Status' (Active). Below this are tabs for 'List', 'Project Info', 'Obj/App/Key', 'Investigators', 'STP/Codes', '417 CODES', 'Budget', 'Resp Team', and 'Signatures'. The 'Approach' section contains the following text: 'A) Elucidate pathway of biosynthesis and determine how fumonisin is regulated in Fusarium verticillioides and closely related species of fungi; B) Use molecular techniques to generate tools to determine the role of fumonisins in corn diseases'. Below this, the 'Approach' section contains the text: 'which fumonisins produced in corn react with carbohydrate molecules and form products of unknown toxicity that should be considered in risk assessment studies. BSL-1, Recertified January 3, 2005.' The text 'BSL-1, Recertified January 3, 2005.' is circled in red. Below the 'Approach' section are 'Keywords' and 'Thesaurus' sections. The 'Keywords' section lists 'FOOD', 'SAFETY', 'FEED', and 'MYCOTOXINS'. The 'Thesaurus' section lists 'CORN', 'ZEA MAYS', 'ZEA', and 'POACEAE'. At the bottom, it says 'Record: 1/1'.

Figure 1. BSL Certification Statement Added to Approach on BRCOM Coded Project

If a project is EXEMPT at the time of recertification, the BRCOM code should remain on the 417; DO NOT remove it. After recertification, the Approach must state “Recertified mm/dd/yy.”

Some locations receive Biosafety Level certification covering a period of more than one year, e.g., Certified October 22, 1996, 1996-1998. In this instance, the Biosafety Level would not require recertification until 1999.

The following screens and instructions will guide you through finding projects within a unit and/or location that have a BRCOM code, and help you create a report that you can furnish to the IBC.

From the Research Documentation screen in ARIS, click **“Reports”**, **“Classification Detail Reports”**, and **“Special Classification”** (Figure 2). A query screen will be displayed (Figure 3).

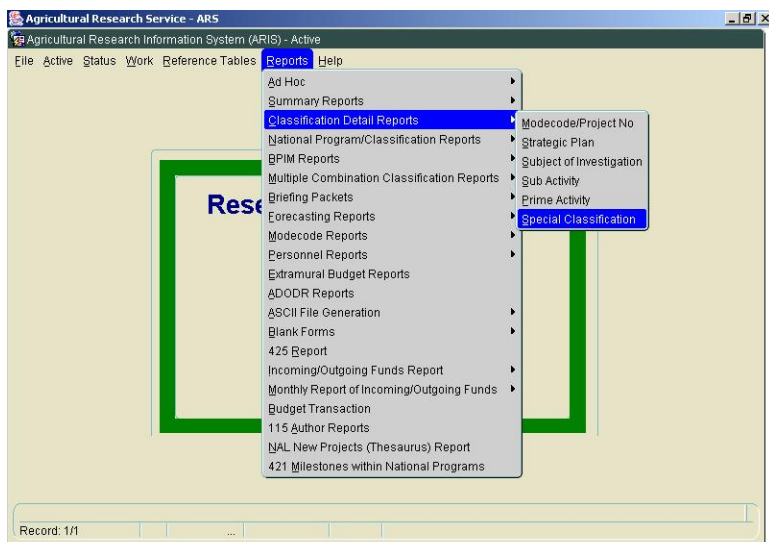


Figure 2. Research Documentation Screen, Reports, Special Classification

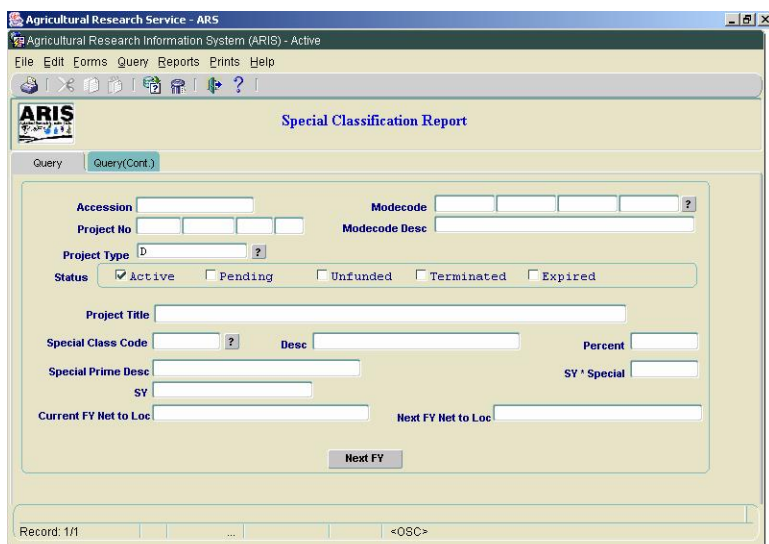


Figure 3. Special Classification Query Screen

Enter the query criteria (Figure 4):

Mode code 5325 for Albany, CA;

Status “Active” or “Pending”;

Project type (“D”) for appropriated projects or leave blank for all types of projects; and

Special Class Code “BRCOM”.

The screenshot shows the 'Special Classification Report' window in the ARIS system. The 'Query' tab is active, and the 'Query(Cont.)' sub-tab is selected. The following criteria are entered: Accession (blank), Project No (blank), Project Type 'D', Status with 'Active' and 'Pending' checked, Project Title (blank), Special Class Code 'BRCOM', Desc (blank), Percent (blank), Special Prime Desc (blank), SY (blank), SY * Special (blank), Current FY Net to Loc (blank), and Next FY Net to Loc (blank). A 'Next FY' button is at the bottom. The status bar shows 'Record: 1/1'.

Figure 4. Query Criteria Entered

Once all criteria are entered, click “Execute”. A list screen will be displayed with the projects that meet the query criteria (Figure 5).

The screenshot shows the 'Special Classification Report' window with the 'Proj Listing' tab active. It displays two project entries. The first project is 'MOLECULAR BASIS OF KEY CEREAL GRAIN TRAITS' with Spec Code BRCOM, Spec Dol \$298,516, Net to Loc \$663,369, Start Date 07/24/2003, and Term Date 07/23/2008. The second project is 'DEVELOPING A DOMESTIC SOURCE FOR PRODUCTION OF RICINOLEATE AND OTHER INDUSTRIAL-USE FATTY ACIDS' with Spec Code BRCOM, Spec Dol \$765,981, Net to Loc \$765,981, Start Date 10/31/2003, and Term Date 10/30/2008. The status bar shows 'Record: 1/?'.

Figure 5. Query Result List Screen

To create a report, mark the projects by clicking “**Action**” and “**Mark All**”. Click “**Reports**” and “**Create Report w/ Approach**” (Figure 6). Adobe Acrobat will open and display the created report. The report lists, within your location, all projects with a BRCOM code and includes the Approach. The last line of the Approach indicates the current Biosafety Level certification status.

The screenshot shows the ARS web interface with the 'Reports' menu open. The 'Create Rpt w/Approach' option is highlighted. Below the menu, two project entries are displayed:

Project	STP(s)	City	Spec Code	Spec Doi	Net to Loc	Start Date	Term Date
5325 21000 011 00 D	2 1 2 1 081 %	ALBANY	BRCOM 045 %	\$298,516	\$663,369	07/24/2003	07/23/2008
5325 21000 012 00 D	2 1 3 2 060 %	ALBANY	BRCOM 100 %	\$765,981	\$765,981	10/31/2003	10/30/2008

Figure 6. Mark All Records, Create Report w/Approach

The screenshot shows an Adobe Acrobat report generated from the ARS web interface. The report is titled 'Agricultural Research Service' and 'Project Listing by Special Classification'. It contains two project entries:

Project	STP(s)	City	Spec Code	Spec Doi	Net to Loc	Start Date	Term Date
5325 21000 011 00 D	2 1 2 1 081 %	ALBANY	BRCOM 045 %	\$298,516	\$663,369	07/24/2003	07/23/2008
5325 21000 012 00 D	2 1 3 2 060 %	ALBANY	BRCOM 100 %	\$765,981	\$765,981	10/31/2003	10/30/2008

Figure 7. Adobe Acrobat Report

Whenever the Biosafety Level changes and/or recertification is received from the IBC Chair, the certification should be updated in the Approach section of the 416.

To do this, create a work record of the project from Active (see instructions, Chapter 4A). Update the Approach of the 416 with the BSL certification information and indicate, in Remarks, the action taken, e.g. BSL certification updated in the Approach.

To approve the 416, follow the approval process described in Chapter 4A.

Reminder: A report of all BRCOM projects should be created and reviewed every year to ensure that the BSL certification statement in the Approach section of the 416 is accurate and current.

References: Draft P&P in process from ARS Homeland Security Office.